

ITAC Meeting

Date: Friday, November 15th, 2019
Time: 2:00 pm
Location: HS 2010

The meeting was attended in person by Veronica Trammell, Jeff Delaney, Jim Herbert, Davide Gaetano, Lis Hames, Justin Park, Alison Hedrick, Mariel Fox, Rifka Mayani, Kristine Kim/Hwang, Jason Penwell, John David Johnson, Brian Lawler, Casey Waldsmith, Tom Boyle, Tsai-Tien Tsey, Jack Delinsky, Jeffrey Collins, and Svetlana Peltsverger.

Participant attending remotely was Humayun Zafar.

Meeting called to order at 2:00 PM by Justin Park.

Agenda

Old Business

- 1) Vote on September Minutes
 - a) Justin Park conducted a count of voting members present.
 - b) There are ten voting members present; quorum met.
 - c) Brian Lawson asked that his last name be changed to Lawler as it was stated incorrectly. Jack Delinsky asked to be added to attendees for September minutes.
 - d) Justin Park motioned to approve the minutes from the September 13, 2019 ITAC Meeting.
 - e) Motion seconded.
 - f) Unanimous vote.
 - g) Motion to approve September 13, 2019 minutes carried.

- 2) Vote on revised Bylaws and updates from Faculty Senate on University Handbook section
 - a) Dr. Moody approved revision to Faculty Handbook section in November.
 - b) Justin Park revised ITAC by-laws. Staff Senate requested to send one representative to ITAC. Executive Committee meeting met and agreed with

Staff Senate request. Mention of staff senate representation was added to the by-laws.

- c) Honors college asked to be represented under voting membership list since the language states it needs to be a degree-granting college. Honors College and the College of Professional Education are non-degree granting.
- d) Motion to remove the term “degree-granting” from our list of voting faculty members.
- e) Motion seconded.
- f) Discussion on removing term “degree-granting” from the by-laws. It was suggested that the language be changed from degree-granting to allowing one representative from each college and the library.
- g) Motion to amend the original motion to remove the words “degree-granting” and instead use the language “one representative from each college and the library.”
- h) Motion seconded.
- i) Unanimous vote.
- j) Motion to change language carried.
- k) Justin Park motioned to approve the ITAC by-laws
- l) Mariel Fox seconded motion
- m) Unanimous vote
- n) Motion carried; ITAC by-laws approved.

3) New Instructor Lectern

- a) Email was sent from Davide Gaetano regarding the instructor lectern
- b) Main concerns were surrounding the absence of document camera.
- c) Davide Gaetano stated that a general survey was to be sent out at a later date and a more detailed survey to participants who actually saw the new proposed lectern. There are no immediate plan to remove all of the document cameras from the classrooms. Please let colleagues know that they will still be an option.
- d) Justin Park asked about timeline to decide on new lectern. Davide stated we have a couple of months to make this decision. The ones we have been using are custom built, so we cannot purchase more of these and they are quite expensive. UITS found an adjustable one that fits in the current spaces. Possible solution is that document camera can be requested for the semester. Concerns have been expressed about the cumbersomeness of

doing this. Request was made to try and move demonstration podium to Marietta for them to have an opportunity to try it out.

- e) There will be a detailed survey that will come out at a later date.
- f) Two additional questions from faculty.
 - i) What is the timeline for installation?
 - (1) Roughly, funding permitted, 1/7 of the classrooms per year. Trying to change this a little so UITS can ensure that they are being strategic about equipment upgrades and keep budgetary constraints in mind.
 - ii) What is the process/history of how this was presented to ITAC last year to now hearing about the lecterns that are being considered?
 - (1) UITS lost individual who was leading this project to CAR assessment.
 - (2) Trying to find an adjustable height lectern that was within budget and one that met specified requirements was not an easy task. The lectern being reviewed now also has a side cart for other equipment. It was not easy to find several options so that faculty/staff could look at them. This lectern seemed like the only option.
- g) Question was asked if this was a decision that's already made or will faculty have a vote? In general, UITS thinks this will work and will make most people happy.
- h) Jeff Delaney wants faculty to have input since they are the individuals who will be using the lecterns. This is why they only purchased one for faculty to review and provide feedback to gain majority consensus. Document cameras – if there is a need, will be left in, but there isn't a need in every classroom and UITS is currently buying them for every classroom and they are expensive. Perhaps there is a need for document cameras in a subset of rooms or by request. This will require more work on front end.
- i) Justin Park suggested that an email be sent out to explain more about document camera.
- j) There are some options to consider when a document camera needs replacing.
 - (1) Cheaper document camera
 - (2) Non-touch screen document camera
- k) Document cameras are not going to be replaced unless it is needed. There could be some compatibility issues with VGA requirements in some classrooms.

- 4) Research computing subcommittee update – Justin Park – discuss at next ITAC meeting due to time constraints.

New Business

- 5) Kissflow/door access
 - a) Door Access – Kissflow is the software that works with door access. Svetlana Peltsverger discussed issues with door access requests being granted in a timely manner. She mentioned that this problem has worsened and not improved. Additionally, the software is not functioning as it should and wants to know how this issue can be fixed?
 - b) Jim Herbert will relay concerns on door access to Auxiliary Svcs. They have already worked through some of the issues. Issues are being addressed with the vendors, none of which are “show stoppers”. Svetlana said that tickets are getting stuck somewhere and then getting lost for 3-4 weeks and wonders how this can be fixed. Rifka Mayani detailed the process of requesting door access. New business processes were identified to improve process. Working with vendor to upgrade version of software. Svetlana asked if we have a process improvement person on campus, especially when process crosses more than one department. A new process is going into effect in January. HR will not create new accounts for part-time individuals until 2 weeks before they start and there are concerns that this new rule will make the process worse. It takes weeks to get door access, which means that individuals will not be able to access classrooms/space when they need to. This seems to be an HR issue.

- 6) Updates from UITS/KSU Mobile App demo – Jeff Delaney
 - a) UITS/Chris Ward provided a demo of new KSU Mobile app
 - i) Modolabs is a mobile app platform that was created at MIT and it will serve two purposes:
 - (1) Systems Integration Tool, API
 - (2) Communications Tool
 - ii) One of the best practices learned from other institutions was to tailor app to meet the needs of each audience or persona. Each persona category contains items that an individual in that category would most likely use/need.
 - (1) 5 Personas(Audiences) of the KSU Mobile App

- (a) Current Students
 - (b) Faculty & Staff
 - (c) Alumni
 - (d) Future Students
 - (e) Guests
 - iii) App will have analytics capabilities so that menus can be adjusted based on usage data
 - iv) App will have RSS feeds from EMS (Calendars)
 - (1) Individuals can add events to their calendars
 - v) App can perform targeted communications with opt-in and opt-out capabilities.
 - vi) Information in the mobile app can be tailored to each individual
- 7) Updates from UITs staff
- a) Rifka Mayani
 - i) Current Projects: Office of Research
 - (1) Implementation of a new product called Cayuse
 - (a) Pre-Award component of product: live around January
 - (b) Post-Award component of product: live at a later date
 - (2) Will go from Pre-Award to Post-Award
 - (3) Will track expenses
 - (4) There are a couple of different applications that are being used now
 - b) Veronica Trammell
 - i) Microsoft getting rid of Skype for Business
 - (1) Feature will be turned off in Spring 2020
 - (2) Can use chat feature & chat function in Microsoft teams
 - ii) WebEx – will start requiring a password for meetings at the end of January
 - (1) Use Microsoft teams for web meetings
 - (2) KSU moving away from Web Ex
- 8) Other business
- a) No other business to report.

Meeting Called to Adjourn at 3:00 p.m. by Justin Park.

Upcoming ITAC Meetings

Executive committee meeting: January 17th, 2020, details TBA

Full committee meeting: February 21st, 2020, details TBA